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ABSTRACT

Ninety-nine school systems out of 493 responding to a questionnaire stated that they accept educational travel as professional growth credit. This report examines the professional requirements which may be met in this way and the growth credit on the increment steps of the salary schedule. The policies of state departments of education regarding the acceptability of educational travel to meet certification requirements are also reported. Some space is devoted to a discussion of the acceptability of educational travel for horizontal advancement on the salary schedule, mentioned by 24 systems. Also briefly discussed are six systems which accept travel equivalency credits for optional salary supplements at certain increment steps. Typical application forms for credit allowance, with evaluation forms, from five school districts and two state departments are included. A copy of the questionnaire used in preparing the report is also included. (MBM)

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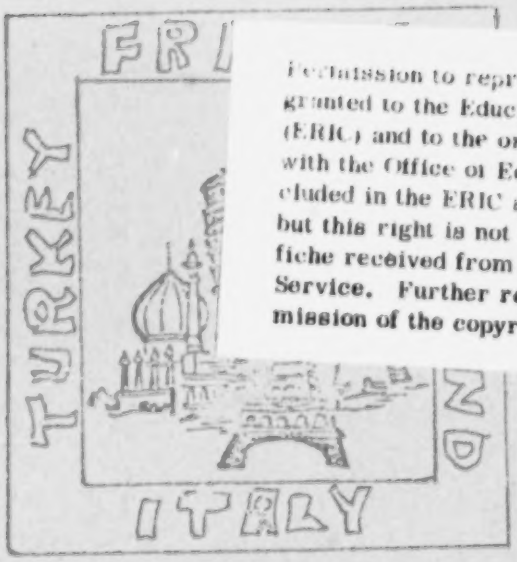
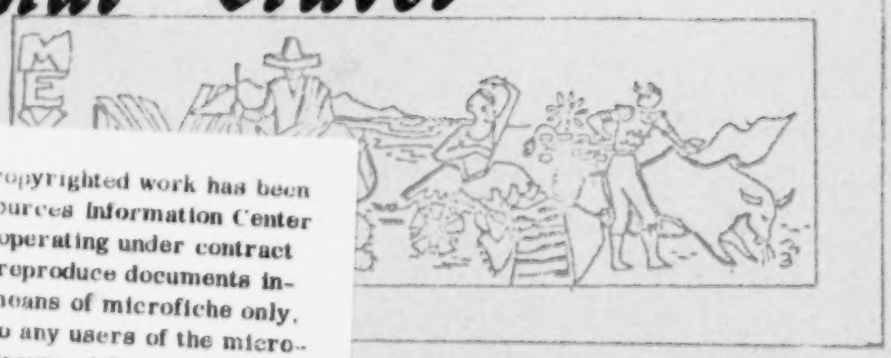
Professional Growth Credit for Educational Travel





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PROFESSIONAL GROWTH CREDIT FOR EDUCATIONAL TRAVEL

Important in any professional field is the continuous upgrading of the skills of each worker and the provision of incentive for him to seek opportunities to refresh his outlook and bring new ideas into his work. For the school teacher, participation in professional growth activities is often a condition of employment, either because he must renew his teaching certificates at regular intervals by the accumulation of additional credits, or because the school system has placed barriers to further advancement at certain experience or increment steps on the teachers' salary schedule. These barriers or hurdles can only be crossed by meeting stipulated requirements of additional educational credits. College courses are the most common way in which these requirements may be filled, but some school systems and state departments of education will accept other activities as equivalents for academic credit. One of these alternatives is educational travel.

The appeal of travel, as opposed to academic coursework is obvious. It is, of course, more expensive than a course fee, especially if college tuition is reimbursed by the school system, but it can do as much to help a teacher improve his classroom instruction as can a university course, depending on its relevancy to the teaching assignment and how well the travel was planned in relation to specific teaching units.

The relevancy to the teaching assignment and the preplanning of the travel are the two factors most frequently emphasized as conditions for the acceptance of educational travel for hurdle credit in the 99 school systems which indicated on a questionnaire (pages 34-36) that they accept educational travel as professional growth credit. The 99 systems are among the 493 which responded to the questionnaire sent by the Educational Research Service in July of 1970 to the 559 school districts enrolling 12,000 or more pupils and to 310 smaller systems which subscribe to the Educational Research Service. The distribution of the 493 replies by enrollment group is shown below:

Enrollment group	Questionnaires sent	Replies received
100,000 or more	26	20(76.9%)
50,000-99,999	56	46(82.1%)
25,000-49,999	104	79(76.0%)
12,000-24,999	373	167(44.8%)
6,000-11,999	128	90(70.3%)
3,000- 5,999	118	59(50.0%)
Less than 3,000	64	32(50.0%)
	869	493(56.7%)

As can be seen from the table on page 2, in addition to the 99 systems (20.1 percent of the 493 responding systems), 37 systems (7.5 percent) reported that they do have professional growth requirements, but educational travel is not an acceptable means of fulfilling the requirements. The remaining 357 systems (72.4 percent) apparently do not have professional growth requirements for vertical advancement on the teachers' salary schedule. Wherever it was possible to make the distinction, ERS eliminated from consideration as having professional growth requirements those systems whose requirements coincide with the licensing requirements of the state department of education, systems which offer optional salary supplements for professional growth at certain steps, and systems which accept travel credits for horizontal advancement to columns which represent fractional amounts of preparation between the degree columns on the salary schedule.

The emphasis of this report is on the professional REQUIREMENTS which may be met by educational travel--salary schedule hurdle requirements and certification requirements of state departments of education. The section beginning on page 2 and the table beginning on page 7 examine the replies

of the 99 systems which accept planned travel for credit toward meeting professional growth requirements on the VERTICAL steps of the salary schedule. The section beginning on page 5 and the table beginning on page 21 report on the policies of state departments of education regarding the acceptability of educational travel to meet certification requirements. Some space (page 4) is devoted to a discussion of the acceptability of educational travel for horizontal advancement on the salary schedule, mentioned by 24 systems. Also covered in a brief discussion (page 5) are six systems which accept travel equivalency credits for optional salary supplements at certain increment steps.

CREDIT FOR EDUCATIONAL TRAVEL ON THE VERTICAL STEPS OF THE SALARY SCHEDULE

As can be seen from the summary table at the bottom of this page, only 27.6 percent (136) of the 493 responding systems have professional growth requirements at certain increment steps on their salary schedules, and nearly three-quarters of these 136 systems accept educational travel as an equivalency credit under certain specified conditions outlined for each system in the last two columns of the table beginning on page 7.

Qualifications of the applicant. Most of the 99 responding school systems which give travel credit toward professional growth requirements stipulate only that the applicant must have been employed during the school year prior to the period of travel, which is with few exceptions limited to summer or other vacation periods. In other words, it is not a general practice to grant leaves of absence for travel except in the case of sabbatical leave travel. In 19 of the systems, a teacher cannot apply for travel credit unless certain training, experience, or age requirements have been met, as follows:

B.A. degree ..... 7 systems
M.A. degree ..... 4 systems
M.A. or age 50 .. 1 system
M.A.+5 years' experience ... 1 system
M.A.+16 hours or M.A. and age 60 ... 1 system
Tenure ..... 3 systems
3 years' experience ..... 1 system
6 years' experience ..... 1 system

SUMMARY: RESPONSES OF 493 SCHOOL SYSTEMS ON THE ACCEPTABILITY OF EDUCATIONAL TRAVEL TO MEET PROFESSIONAL GROWTH REQUIREMENTS

Are travel credits acceptable toward fulfilling hurdle requirements on salary schedule increment steps?	Number and percent of responding systems by enrollment group							
	100,000 or more pupils	50,000-99,999 pupils	25,000-49,999 pupils	12,000-24,999 pupils	6,000-11,999 pupils	3,000-5,999 pupils	Smaller systems	Totals
Travel credits may be applied toward increment hurdle requirements	2 (10.0%)	7 (15.2%)	17 (21.5%)	34 (20.3%)	22 (24.4%)	9 (15.2%)	8 (25.0%)	99 (20.1%)
Travel credits may not be applied toward increment hurdle requirements.	..	3 (6.5%)	6 (7.6%)	12 (7.2%)	5 (5.6%)	6 (10.2%)	5 (15.6%)	37 (7.5%)
Our school system does not have hurdle requirements on the increment steps of the salary schedule.	18 (90.0%)	36 (78.3%)	56 (70.9%)	121 (72.5%)	63 (70.0%)	44 (74.6%)	19 (59.4%)	357 (72.4%)
Totals	20 (100.0%)	46 (100.0%)	79 (100.0%)	167 (100.0%)	90 (100.0%)	59 (100.0%)	32 (100.0%)	493 (100.0%)

In still another system, it is stipulated that to be eligible to receive credit for nonuniversity-sponsored travel, the teacher must have six years' experience or must have been employed on an 11-month contract for five years or more.

Requirements of the trip. Other than the fact that the trip must be relevant to the individual's teaching assignment and be planned with its application in the classroom in mind, the majority of the 99 participating systems have not set specifications for the trip itself. Most commonly, the individual's application for prior approval of the trip must include enough details about the itinerary, length of the trip, and application in the classroom for the approving authority to determine whether it will be acceptable for equivalency credit. In three systems only tours which carry university credit are acceptable.

About one-quarter of the 99 systems have set policies as to the location and/or duration of a trip. Three specify that the trip be out-of-state and three that it be outside the United States. Thirty-nine specify a minimum duration for the trip, as follows:

1 week	7 systems	Major part of a school year	1 system
2 weeks	12 systems	1 week or 1,000 miles	1 system
3 weeks	6 systems	Minimum duration depends on location	7 systems
4 weeks	2 systems		
5 weeks	1 system		
10 days	1 system		
20 days	1 system		

Additionally, four systems have set a combination of duration and mileage. A unique stipulation in one system is that a teacher of a foreign language must spend six weeks traveling in a country in which her language specialty is the native tongue in order to have nonuniversity credit for travel meet a professional growth requirement; all other teachers may submit university-credited travel only.

An interesting point is that although 37 systems checked on the questionnaire that sabbatical travel is considered for fulfillment of professional growth requirements, this could be confirmed in the written policies of only three systems. Eligible for credit in one of the responding school systems is travel to and from an exchange or other foreign teaching assignment, if it is planned to include an itinerary of educational experiences outside the foreign country of the assignment.

Application procedures for credit. Only seven of the responding school systems said that a teacher need not apply for approval of the trip in advance if educational credit is to be awarded, but he then risks the possibility that credit might not be approved for the trip. The other 92 systems specified that formal application must be made in advance to a school system official or committee constituted for this purpose. The authorizing agents mentioned by the 99 systems are as follows:

Professional growth, travel, leaves of absence, or TEPS committee ...	33 systems
Superintendent	34 systems
Personnel department	7 systems
Instruction department	6 systems
Director of staff development or inservice education	2 systems
Principal	5 systems
Board of education	6 systems
Deputy or assistant superintendent	2 systems
State department of education	1 system (Hawaii)
Sponsoring university	3 systems

Generally, the application must include or be accompanied by a detailed itinerary of the trip (length, locations, special points of educational interest), a statement of its relevancy to the teaching assignment, and a statement that the individual wants the trip to be evaluated for equivalency credit upon return. Some additional requirements imposed by systems include a statement of plans for taking slides or motion pictures, an outline of reading and other professional preparation

made by the teacher to ensure greatest benefit from the trip, and specific applications of the trip to the classroom responsibilities of the teacher, such as the development of a unit of instruction.

Reports required upon return. With the exception of three systems, some method of reporting about the trip is required before travel credit can be granted. Generally, this is a brief, written report submitted to the evaluating committee or individual. A few systems have prepared forms for this purpose. The report must include an itinerary, listing educational highlights of the trip, and a statement of how the teacher intends to put the experience gained to use in the classroom. Two systems require that a teaching unit be developed and submitted in fulfillment of this requirement, and eight systems stipulate that films, slides, or other illustrative materials must accompany the written report. Sample reporting forms and guidelines are reproduced on pages 25-31.

Amount of credit granted for educational travel. If university credit has been awarded for the tour, no additional credit is granted, of course. For other trips, some systems have set up elaborate schedules of credits (see pages 19, 20, 28). Others have guidelines of a general nature, such as one credit per week of travel abroad and one-half credit per week of domestic travel. Forty-two of the responding systems, some of which also have general guidelines, said that the credit to be awarded is determined only after an evaluation of the teacher's report on the trip. Most responses were not clear on this point, but at least three systems assign credit to the trip before it is undertaken.

In many systems there is not only a stipulation as to the number of credits which may be granted per trip, but also a limit to the total number of credits which may be approved for travel. Thirty-six limit the number of such credits which may be given in any one growth period, although at least theoretically the entire requirement for a period could be met by travel in 20 of the 99 systems. Some of the other limitations placed on acquiring travel credit are: limited number of credits are granted during entire service in the system (three systems); travel credits may be earned only in alternate professional growth periods (five systems), every fourth period (one system), or every fifth period (one system); the travel credits must be in a certain ratio to academic credits (two systems).

Surprisingly, only 22 of the 99 systems offer more credit for foreign than domestic travel. This is done either by requiring a longer domestic trip for equal credit (seven systems) or by offering more credits for a foreign trip equal in length to a domestic trip (15 systems). Doubtless, some of the 40 systems which reported that an individual determination is made for each trip, based on the evaluation of the traveler's report, would favor a foreign trip with more credit, all other factors being equal.

EDUCATIONAL TRAVEL AS CREDIT FOR HORIZONTAL ADVANCEMENT ON THE SALARY SCHEDULE

Unless a school system specifies that the credits applied toward meeting a professional growth requirement at an increment step cannot also be recognized for advancement to another preparation column on the salary schedule, when a teacher amasses a certain number of required professional growth credits he moves horizontally as well as vertically on the salary schedule. In fact, many schedules are designed with only enough steps in the first few preparation columns to force the teacher to move to another column to advance in salary. That is, by the time he reaches the last step he will have enough credits to move to the next column if the credits are of the type acceptable for horizontal movement; if he does not have enough acceptable credits, he will have to get them or remain at the same salary level.

While in some systems travel credits are acceptable for advancement to a column representing a fractional amount of preparation between degrees, e.g. B.A+15, they can be applied toward a degree

only if they carry university graduate credit. Thus, teachers working for a degree may be forced to eliminate travel from their professional growth activities unless their degree institution offers tours for credit.

Twenty-four systems, including three which grant travel credit for vertical advancement, indicated on the ERS questionnaire that travel may be evaluated for equivalency credits for advancement horizontally on the salary schedule. Since the questionnaire did not ask for this information specifically, there are probably a number of other systems which follow the same practice. Generally, what has been said earlier as to type of travel acceptable, the application and approval process, and the awarding of credits for vertical advancement represents the practices followed in allowing travel credits for horizontal movement on the schedule.

EDUCATIONAL TRAVEL AS CREDIT FOR SALARY SUPPLEMENTS

Again, the ERS questionnaire did not ask for information on optional professional growth steps in the salary schedules of responding systems, but six systems reported that they allow travel to be applied toward achieving the requirements for supplemental salary amounts. One of these systems (see Lansing, Michigan, page 13), has mandatory hurdles through step 8 and begins the optional hurdles thereafter. In four other systems, the optional hurdles begin at the 12th, 15th, or 19th steps (two systems) of the schedule. The remaining system has optional hurdles every five steps on the schedule.

EDUCATIONAL TRAVEL AS CERTIFICATION CREDIT

At the same time the professional growth questionnaire was sent to local school systems, ERS also mailed a request to certification officers in the 50 states and the District of Columbia for information on the acceptability of travel toward fulfilling requirements for initial and life teaching certificates, and for renewal of certificates. The certification officers were asked to distinguish between their policy with respect to accepting travel credits submitted on transcripts of colleges and universities and their practice with respect to granting equivalency credit for educational travel submitted directly to the state department by an applicant for certification. The individual responses from the 51 certifying officers are reported in Table 2, beginning on page 41.

Three states and the District of Columbia will neither accept credits from colleges nor grant equivalency credit for educational travel. Another 36 states will accept college credit for travel, under certain conditions, but do not grant equivalency credits. The conditions mentioned by those accepting travel credits granted by universities include the way the credits are classified on the transcript and whether the credit is to be applied to an initial or life certificate or to the renewal of a certificate.

The 11 states which give travel credits directly also have conditions attached. The most common is that it be only for renewal of certificates. The criteria for evaluating the travel for credit are similar to those reported for local school systems. In fact, in Florida, New Hampshire, North Carolina, Utah, and Vermont, the anticipated tour must have the approval of the local superintendent before the state department will consider it for credit.

As will be noted in Table 2, Maryland's state department of education does not give travel credits directly. This is technically true, but somewhat deceptive. Once a teacher in Maryland has achieved an Advanced Professional Certificate (which is awarded for a master's degree and which must be achieved in the first 10 years of employment in the state), the certificate must be renewed in the next 10 years by earning 12 semester hours of credit, of which six may be for nonacademic in-service activities. It is up to the local school system, however, to determine what shall constitute

inservice credits for that system. Thus, if a school system indicates that educational travel may earn inservice credit, the state department may approve the credit for travel and accept it as fulfilling part of the renewal requirement.

The state certification officers were also asked whether the policy regarding travel credit for teachers is applicable to all types of certificates issued by the state department. In 37 states it is; in 10 states* it is applicable only to teaching certificates. Kentucky and New Jersey said that educational travel must carry graduate credit for it to be applicable to administrative certificates. New York said it would evaluate requests on other certificates individually to determine applicability, and Idaho did not supply information on this point.

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* California; Hawaii; Iowa; Oklahoma; Rhode Island; Vermont; Virginia; Washington; West Virginia; and Wyoming.

This study was designed and written by Suzanne K. Stemnock, Professional Assistant, Educational Research Service

Table 1

PROFESSIONAL GROWTH CREDIT ON THE INCREMENT STEPS OF THE SALARY SCHEDULE (VERTICAL ADVANCEMENT) FOR EDUCATIONAL TRAVEL, 99 School Systems

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
BISBEE, ARIZ. (2,727)	15 points every year. Ratio of points to credit hours not reported.	Full outline of the plan, indicating its educational value, must be submitted to the Superintendent prior to the trip. Upon return, a full written report must be submitted to the Superintendent.	At discretion of Superintendent.
PHOENIX, ARIZ.--Union High School System (28,433)	4 credits every 5 years.	Must submit application to principal and Personnel Department. Evaluation of the trip for professional growth credit is made by the Professional Growth Committee. Upon return from a trip, a written résumé, including itinerary, must be submitted to the Committee.	1 credit for each 20 days travel in U.S. or 10 days outside U.S.
SCOTTSDALE SCHOOL DISTRICT, ARIZ. (Phoenix) (28,892)	3 credits every 3 years.	Must submit formal application to Professional Growth Committee, showing relevancy to teaching assignment. Upon return, must prepare and present to the Committee a teaching unit based on activities while on trip; trip should be planned with teaching unit in mind.	1 credit hour for each 2 weeks of travel.
FT. SMITH, ARK. (13,125)	6 semester hours every 6 years	Must file application for credit with Superintendent prior to the trip. Application should state place and give estimate of time to be spent. For tour within U.S., application must include distance involved, nature of tour, and number of planned activities related to the teaching field. Upon return, must file a written narrative report showing countries visited, amount of time spent traveling, and highlights of educational experiences.	Up to 6 credits per trip. See schedule of credits in policy on page 28.
BERKELEY, CALIF. (16,000)	24 semester units in 1st 5 years; 12 in next 4 years; 12 in next 2 years; 12 in next 2 years	Must file application including proposed itinerary, purpose of trip and focus of study. Trip must be to a place not previously visited and at least 2 weeks in length. Upon return, must submit to Professional Growth Committee a brief report for up to 2 credits, or an extended report for up to 4 credits (see page 26).	1 unit for each 2 weeks of travel unless extended report is filed (see page 27). Maximum of 4 credits may be granted in any increment period.
CAMPBELL UNION HIGH SCHOOL DISTRICT, CALIF. (San Jose) (13,918)	2 semester units every 3 years with B.A.; 2 credits every 6 years with M.A. or at top of schedule	Must file with principal a request for approval of credit for the trip, including outline of the trip and statement of educational objectives. Upon return, a written report of the trip is required.	Maximum of 2 semester units in an increment period.
DOWNEY, CALIF. (18,114)	5 semester units every 5 years	Must seek approval of principal for the trip and the number of credits to be granted before undertaking the trip. Trip must be at least 2 weeks in length. Teacher should anticipate the trip by reading about the area, by obtaining travel information, by considering the experience in relation to the classroom, by procuring pictures, and by maintaining a daily record of the trip. Upon return, must file with the principal a statement of completion and a brief evaluation of the educational implications and values derived from the trip.	1 growth point for 2 weeks of travel. Maximum of 2 growth points for travel in 1 growth period.
FRESNO, CALIF. (57,227)	4 credits every 4 years	Must be related to the teaching assignment. Approval must be secured prior to undertaking the trip. Report of the trip must be given to the Superintendent's office in the form of a detailed itinerary, photo collection, or other organized record of the trip.	2 of the 4 required units may be for travel. Evaluation is based on time spent and distance traveled--generally, 1 unit of credit for domestic travel; 2 units for foreign travel.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
KERN HIGH SCHOOL DISTRICT, CALIF. (Bakersfield) (19,782)	8 units of professional work every 5 years	Application for credit must be filed with the Instruction and Personnel Department and reviewed by a committee of 13 faculty members which evaluates all professional work submitted by teachers.	Maximum of 3 units may be earned in each increment period. See schedule of travel credits in footnote a/.
MT. DIABLO SCHOOL DISTRICT, CALIF. (Concord) (48,503)	6 credits every 5 years	Prior approval necessary only on travel for which leave of absence is granted. Trip must be at least 3 weeks in length and be relevant to the teaching assignment. Upon return, a written report of the trip indicating major educational values and detailed itinerary must be submitted to the Salary Evaluation Committee to gain credit.	1 credit for 3 weeks' travel in U.S.; 2 credits for 3 weeks' travel abroad. Maximum of 2 credits is allowed each growth period.
NAPA VALLEY SCHOOL DISTRICT, CALIF. (Yountville) (15,008)	6 semester credits every 4 years until age 55 or until reaching Class IV on salary schedule (B.A.+72 or M.A.+60)	Prior to trip, must present in writing to the Professional Standards Committee a report on study preceding the trip, features of the trip which will be an educational experience, and the direct and obvious classroom benefit of the trip. Upon return, a written account of the educational value of the trip in terms of classroom benefits must be presented to the Committee for its recommendation to the board of education on the number of credits allowed.	Up to 3 credits may be earned by travel each increment period, provided a matching number of academic units of credit are earned. Equivalent units granted on basis of 1 step credit (unit) for approximately 30 hours of study.
REDWOOD CITY, CALIF.--Elementary School District (10,538)	6 credits every 4 years	Must have 3 years' experience in the system. Must submit request for travel approval to the Professional Equivalence Growth Committee, showing relationship of planned travel to teaching assignment. Upon return, a written summary of the trip must be submitted to the Committee.	3/4 unit of credit per week of travel in U.S. and Canada; 1 unit per week of travel in Mexico or abroad; 1½ unit per week for travel and study in Mexico.
SACRAMENTO, CALIF. (51,026)	6 credits every 3 years	Prior approval by a peer committee and the principal required. Request must include a statement of purpose of the trip, a list of objectives to be obtained, estimate of educational relevance, and itinerary including approximate dates of departure and return and areas to be visited. Upon return, a written report including a daily itinerary, statement of educational values derived, and appraisal of how the information can be used must be submitted to the peer committee for use in evaluating the travel for credit.	1 semester unit for each week of travel up to 3 units in each 3-year period. Exact credit to be determined by the peer committee.
SAN DIEGO, CALIF. (129,725)	4 semester hours every 4 years	Must be to an area not previously visited by the teacher and shall contribute to the cultural background and professional training of the teacher. Application must be preapproved by Salary Evaluating Committee. Upon return, a written report is required.	Credit for summer travel is limited to 2 units in each 4-year period. Exact number determined by Certificated Salary Evaluating Committee.
SANTA CLARA, CALIF. (23,770)	6 credits every 4 years	Application must be submitted to TEPS Committee, stating itinerary and educational purpose of the trip. Committee holds meeting to review application and inform applicant of requirements. Upon return, teacher must submit a written expository essay suitable for instructional purposes, accompanied by appropriate instructional materials. The teacher must also be prepared to serve as a resource person through the lending of personal materials and services.	3 points = 1 unit of credit; a maximum of 4 units allowed in any 4-year period. See schedule of travel credits in footnote b/.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
SANTA ROSA, CALIF. (12,902)	6 semester units every 5 years	Must submit to the Professional Growth Committee an application for approval in advance, including an outline of the proposed travel and study in connection therewith, and an indication of the value of such travel to the professional responsibilities of the applicant. Upon return, a written report, including specific applications of the trip to professional assignment and personal growth may be required.	Maximum of 1 unit of credit per 2 weeks of travel; no more than 6 credits per summer. Not more than 6 credits of travel during entire service except that teachers of social studies, English or a foreign language may earn a maximum of 12.
VALLEJO, CALIF. (16,436)	6 units every 6 years	Must file notice of intent to request credit for travel before trip, including statement of how travel will benefit teaching assignment. Travel in U. S. or on continent other than North American must be at least 4 weeks in length; in Alaska, Hawaii, Canada, Mexico, Caribbean or Pacific Islands, three weeks. Upon return, must file with the Director of Personnel an evaluation form giving pertinent facts about the trip.	See schedule of travel credits in footnote c/.
VISALIA, CALIF. (12,333)	6 credits every 4 years	During spring semester before intended travel, must submit written application for credit to the chairman of the teachers association's Professional Growth Committee. Trip must be at least 2 weeks in length. Upon return, must submit brief written report confirming that the trip was taken as planned.	1 unit of credit for travel west of Mississippi; 2 units for travel east of Mississippi or in foreign country.
EASTLAKE SCHOOL DISTRICT, COLO. (Denver) (12,928)	7 quarter hours every 3 years	Applicant must have 6 years experience in system. Before trip, must submit to principal the general plan for travel. Upon return, must submit a written report on experiences and lists of materials gained which contribute to classroom knowledge and experiences.	1 to 15 units of credit, depending on nature of travel and time involved. Exact schedule not reported.
POUDRE SCHOOL DISTRICT, COLO. (Ft. Collins) (12,108)	11 quarter hours every 5 years for B.A. teachers; 6 quarter hours every 5 years for M.A. teachers; 6 quarter hours every 10 years for Ph.D. teachers	Must submit request to Assistant Superintendent for Instruction, including relevancy to professional growth of teacher. Upon return, must submit summary of experiences for evaluation of credit by the Assistant Superintendent and the Faculty Advisory Committee.	For B.A. teacher, 2 units in each 5-year period; for M.A. teachers, 1 unit in every 5-year period; for Ph.D. teachers, 6 units every 10 years may be for travel. Exact credits per trip at discretion of Committee and Assistant Superintendent.
PUEBLO, COLO. (26,908)	Total of 24 quarter hours in 8 years, at least 12 of which must be earned by end of 4th year	Applicant must have a bachelor's degree. Must file a request-for-travel-credit form, indicating duration, distance to be covered, points of interest to be visited, preparatory research, and educational value of trip. Travel Credit Committee approves the trip for credit. Written report in outline form must be submitted to the Committee upon return.	Up to 6 quarter hours for travel allowed in 8-year period. See schedule of travel credits in footnote d/.
FAIRFIELD, CONN. (11,726)	4 credits every 3 years until maximum step is reached; 3 credits every 5 years thereafter	Must submit in advance to Assistant Superintendent for Professional Personnel a request that travel plans be reviewed for inservice credit. Information in the request must include the purpose and length of travel, proposed itinerary, and educational goals of the trip. Upon return from the trip, must submit to the Board of Credit Review a brief description of the trip indicating its professional value as evidenced by extension of educational experience of teacher, materials gathered which will benefit school work, and its value for the improvement of school services.	No set schedule of credits; generally only 1 or 2 credits are awarded for trip. Travel evaluated for credit by Board of Credit Review.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
COBB COUNTY, GA. (Marietta) (42,853)	15 quarter hours in 3 years preceding placement on the last (16th) step of the B.A. and M.A. schedules	Must describe in written application how planned trip will enhance teaching competencies. Upon return, file report describing how experiences will improve performance.	Up to 5 quarter hours credit, as determined by Personnel Division and Superintendent.
DEKALB COUNTY, GA. (Decatur) (82,833)	10 quarter hours every 4 years	Applicant must have a master's degree unless employed prior to 1968-69. Application must be filed with the Department of Instruction. Trip must be a minimum of 30 days in length and 3000 miles of continuous travel within continental U.S. or 21 days of air travel to Hawaii, Alaska, or other area outside continental U.S. Upon return, the teacher must file a diary of travel activities with his request for credit.	Up to 10 quarter hours of credit in one professional growth period, but travel credit will not be allowed in consecutive growth periods.
FULTON COUNTY, GA. (Atlanta) (35,210)	5 quarter hours every 3 years	Must communicate with Deputy Superintendent to ascertain acceptability of trip, which must be extensive in mileage or intensive in associated study. Upon return, a written statement that the trip has been completed must be filed.	5 quarter hours of credit for acceptable travel. Travel may not be used to fulfill requirement in 2 successive periods.
HAWAII--entire state (178,031)	5 credits every 3 years	Must be to an area not previously visited by the teacher (outside Hawaii) and must be related to the teaching assignment. Application must be submitted in advance and include purpose of travel, educational objectives, itinerary, time schedule, and educational activities to achieve objectives. Upon return, certification of travel completed and a written report are required.	Credits granted (maximum of 5) on basis of number of hours spent in specific educational activities designed to achieve specific educational objectives; ½ credit is awarded for each 20 hours.
BOISE, IDAHO (22,081)	6 credits every 5 years	Submit request in writing to Credit Committee prior to trip; request must include complete itinerary and estimated length of time for trip. Travel is evaluated and credit granted by Committee upon return from trip, based on concise, written report stating time involved in travel, itinerary, time spent in each location, and major points of interest.	See schedule of travel credits in footnote e/.
POCATELLO, IDAHO (12,000)	6 credits every 4 years if less than 5 years' preparation; 6 credits every 6 years with 5 or more years' preparation	Applicant must have a bachelor's degree. Must gain approval prior to trip from the Travel Credit Committee. Trip must be at least 2 weeks in length. Upon return, teacher must report to his faculty on his trip and then submit to the Committee a scrapbook, diary, collections, pictures, or other evidence of having completed the travel.	1 credit per week of travel to maximum of 2 credits for U.S. travel, 4 credits for travel outside U.S. Travel credit may be gained only once in any growth period.
DIXON, ILL. (4,573)	5 semester hours every 5 years	Must submit to the Superintendent a completed form requesting approval of credit and including details of planned trip. Upon return a brief written report and/or a college transcript (if university tour) must be filed with the Superintendent.	For university-sponsored tours credit is allowed as granted by institution. Other trips credited at discretion of Superintendent and Board of Education.
EAST ALTON-WOOD RIVER HIGH SCHOOL DISTRICT, ILL. (Wood River) (1,339)	6 semester hours every 2 years with B.A. to B.A.+16; 5 semester hours every 3 years with B.A.+24; 5 semester hours every 5 years with M.A. or more	Request for prior approval of Superintendent must include outline of trip and its value to the teacher. No written report is required upon return.	At discretion of Superintendent, but no more than 2 semester hours can be earned for travel in any growth period.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
GLENBARD HIGH SCHOOL DISTRICT, ILL. (Glen Ellyn) (6,608)	5 semester hours every 3 years for teachers with a B.A.; every 5 years with an M.A.	Only teachers with an M.A., or those with B.A. who are 50 years of age or over may substitute educational activities for academic credits. Trip must be at least 1 week in length, may be to a foreign country or within U.S., and must have general relevancy to teaching assignment. A written proposal must be submitted to the Superintendent in advance and a written approval from the Superintendent must be received for credit to be given. Upon return from the trip, a written report must be made to the Superintendent.	1 week of approved travel = 1 credit. Up to 5 credits may be granted per trip.
MT. PROSPECT, ILL.--Township High School District (13,520)	4 credits at end of 6th, 10th, and 14th year	Applicant must have a bachelor's degree. Must have written plan for travel approved by his principal and the Superintendent. The trip must relate to his teaching area. No report is required upon return.	Each travel proposal is evaluated on an individual basis.
PARK FOREST, ILL.--Elementary School District (4,464)	6 growth units every 3 years	Prior to travel, must submit travel plan to Superintendent, indicating relevancy to teaching assignment. No report required upon return.	1 unit of credit per approved travel program. Maximum of 1 unit per growth period.
ROCKFORD, ILL. (43,397)	5 semester hours every 5 years	Applicant must have a bachelor's degree. Must file application form for credit for educational tour, which is reviewed by a committee of 6 teachers and 3 administrators. Trip must be for at least 7 consecutive days and must be beneficial to teaching assignment. Upon return, must submit to same committee a written report emphasizing educational values to his teaching assignment and include illustrative materials.	1 semester hour of credit for each 7-day tour. A maximum of 10 semester hours may be earned for travel during the teacher's service.
URBANA, ILL. (6,966)	6 credits every 5 years	An itinerary of proposed travel must be submitted for approval through the principal to the Evaluating Committee prior to travel. The itinerary should be well-planned and organized, and should be related to the teacher's field. Upon return, a complete report showing how travel experience and materials acquired will increase teacher's effectiveness must be submitted to the Evaluating Committee which advises the Director of Personnel and Superintendent.	½ semester hour per week of travel in U.S.; 1 semester hour for overseas travel. Maximum of 3 credits may be awarded.
VILLA PARK, ILL.--Elementary School District (6,898)	4 hours every 5 years on B.A. schedule; every 6 years on M.A. schedule	Must submit to Assistant Superintendent for Personnel a letter of request for approval of travel for credit, including planned itinerary and statement showing relevancy to teaching assignment. Upon return, must submit a written report describing places visited and expected value to instructional program.	No specific schedule of credits, but generally 1 credit hour per trip is allowed.
BURLINGTON, IOWA (7,986)	6 hours every 5 years	Not required, but advisable to file trip plans in advance with the Superintendent, indicating areas to be visited, number of miles, length of trip. Upon return, a full written report must be filed with the Superintendent.	Usually 1 week or 1,000 miles is recognized for 1 hour of credit, with a maximum of 3 credits during each 5-year cycle, except that, at the discretion of the Superintendent, intercontinental trips may be granted a maximum of 6 credits.
COUNCIL BLUFFS, IOWA (15,577)	6 semester hours every 5 years (waived at age 55 or with M.A. and 10 years' experience credit)	Applicant must have a bachelor's degree. Must submit application and obtain advance approval from the Superintendent. Upon return must make both written and oral report. Travel must be an educational experience and improve the teacher's effectiveness.	Up to 3 credits in any growth period may be satisfied by travel. Schedule of credits not reported.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
DES MOINES, IOWA (45,517)	6 semester hours in preceding 5 years to advance beyond step 10; every 5 years thereafter	Before undertaking trip, must file request for equivalency credit with Committee for Evaluation of Equivalency Credit. Upon return, must file written report indicating relevancy of trip to teaching assignment.	Up to 3 equivalency credits per trip.
MASON CITY, IOWA (7,721)	6 hours every 5 years with B.A.; 3 hours every 5 years with M.A.	Must submit a written plan in advance of trip to the Travel for Credit Committee of the local teachers association. Trip must be from 2 to 8 weeks in length and relevant to the teaching assignment, as judged by the Committee. Upon return, a written report must be submitted to the Committee.	From 1 to 3 semester hours credit for trips of 2 to 8 weeks.
OSKALOOSA, IOWA (3,251)	6 credits every 5 years	Trip must be relevant to teaching assignment and written report must be submitted to Superintendent upon return from trip.	Not reported.
SOUTH TAMA COUNTY, IOWA (Tama) (2,425)	6 credits every 5 years	Must submit a written request to the Board of Education prior to the trip. Trip must be at least 20 days in length and must apply to the teaching assignment. Upon return, a written report must be submitted.	At discretion of the Superintendent.
WATERLOO, IOWA (19,929)	5 credits every 5 years	Must submit request for approval of credit for travel, stating purpose of the trip, to the Approval Committee. Upon return, for trips for which nonacademic credit is requested, a brief written evaluation must be made.	Amount of credit determined by Approval Committee. No more than 2 credits for travel may be granted in any growth period.
KANSAS CITY, KANS. (34,683)	6 semester hours every 5 years	Prior to trip, must submit to Superintendent or his designee an outline of the trip and request for approval for credit. Upon return, must submit written report of the trip.	Maximum of 2 semester hours in 5-year period.
SHAWNEE MISSION, KANS. (45,463)	6 credits every 4 years	Applicant must have a master's degree. Must apply to the Director of Staff Development for approval of the trip for credit. Trip must be at least 4 weeks in length and must be relevant to teaching assignment. Upon return, must submit brief written report, including itinerary and justification of the trip as contribution to teaching.	At discretion of Director of Staff Development.
TOPEKA, KANS. (25,156)	With B.A., 8 credits every 5 years; with M.A., 6 credits every 8 years	Travel will be approved to meet salary schedule hurdle requirements to the extent that it has been translated into college credit.	Whatever credit college attaches to the trip.
JEFFERSON COUNTY, KY. (Louisville) (89,756)	For teachers with less than masters--8 semester hours every 4 years until M.A. or B.A.+30 is achieved	File request with Personnel Department including an outline of the trip and a statement regarding how the trip will enhance teaching effectiveness. Upon return, a written report is required.	Maximum of 2 credits per trip. Not more than 4 credits per increment period may be for travel.
WESTBROOK, MAINE (3,465)	6 credits every 5 years	Prior to the trip, a proposed itinerary must be submitted to the Superintendent for approval. Upon return, a written report covering the travel and showing how the travel will help the teacher must be filed with the Superintendent.	3 credits for very extensive travel in U.S. or 5 or more foreign countries, or combination of these for 30 days; 2 credits for extensive travel in U.S., Canada or Mexico for at least 20 days; 1 credit for 15 days travel in U.S., Canada, or Mexico.
AMHERST-PELHAM REGIONAL SCHOOL DISTRICT, MASS. (Amherst) (1,446)	6 credits every 4 years	Prior approval required only for sabbatical leave travel. Upon return, must submit a brief written report indicating the professional advantages gained.	Up to 1.5 credits, at discretion of Board of Education.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
FALL RIVER, MASS. (12,783)	6 credits every 5 years	Applicant must have a bachelor's degree (and 7 years of experience if requesting a sabbatical leave for travel). Request for approval must be submitted by mail to the Superintendent, stating relevancy to teaching assignment. Upon return a written report must be submitted.	3 credits for a 3-week trip; 9 credits for a ½ year sabbatical for travel.
MEDFORD, MASS. (10,768)	3 hours every 3 years	Through the principal or department head, must submit to the Superintendent for his approval before embarking on a trip, notice of the purpose of the trip, the method of transportation and time en route, the actual itinerary to be followed, and an explanation of how the trip will be useful in the teacher's work. Trip must be at least 1 week in length and outside the U.S. Upon return, a detailed written report must be submitted to the Superintendent, who will decide what credit will be given.	Credit assigned at discretion of the Superintendent. Not more than 4 credits in each 15 (5 growth periods) can be allowed for travel.
NORWOOD, MASS. (6,928)	4 credits every 4 years	Must submit for approval of Superintendent an outline of trip, indicating relevancy to the teaching assignment. Upon return, a written report must be submitted to the Superintendent.	Each trip evaluated individually. Potentially up to 6 credits may be allowed.
SOMERVILLE, MASS. (13,386)	6 hours credit in first 6 years; 4 more hours in following year	Must obtain approval of Superintendent and Board of Education. Trip must be relevant to the teaching assignment and the applicant must submit evidence of good health. Credit is available for university-sponsored and NEA-sponsored tours. Upon return, teacher must submit evidence showing fulfillment of educational requirement and credit hours awarded (if a university tour).	As awarded by university or as determined by Superintendent and Board of Education.
KALAMAZOO, MICH. (19,094)	6 semester hours of credit every 4 years on B.A. schedule; 2 hours every 4 years on M.A. schedule	Must submit to the Superintendent an itinerary of the trip and outline of educational objectives to obtain approval prior to undertaking the trip. Upon return, a written report is required.	For teachers with a B.A., 2 or 3 of the 6 hours may be for travel; for M.A. teachers, 2 hours may be for travel. Schedule of credits not reported.
KALKASKA, MICH. (1,183)	6 semester hours every 5 years with B.A.; 4 semester hours every 5 years with M.A.; 2 semester hours every 5 years with Ed.S.	Request for travel must be presented to the Superintendent and Board for approval before April 30, and must indicate the relation of the trip to the teacher's academic field. Upon return, a written report must be submitted to the Board for evaluation of credit to be received.	Credit is determined in each case according to the time, effort, and reports presented.
LANSING, MICH. (32,931)	4 units of credit every 4 years through step 8; optional hurdles at step 17 of the B.A. or B.A.+ level; at steps 16, 19, and 22 of the M.A. and M.A.+ schedules	No prior approval needed. No specific requirements for trip. Upon return, must submit complete report to principal, including verification of dates, to show that experience was of educational value and of professional consequence.	1 unit of credit per trip and per professional growth period.
ROCHESTER, MINN. (16,095)	6 quarter hours every 5 years	For teachers with less than 6 years of preparation, travel must be with a university-sponsored tour for which graduate credit is awarded. Teachers with 6 or more years of preparation and teachers who have been employed on 11-month contracts for 5 years or more may substitute nonuniversity-sponsored travel for academic hours with the approval of the administration. When travel is approved for 11-month contract teachers, it is with pay.	For university-sponsored tours, graduate credit is allowed as awarded by the university. Other credits not reported.

(Continued)

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
ROCHESTER, MINN. *(Continued)*		In every case application for approval must be made to the Personnel and Curriculum Offices stating purpose of the trip, itinerary, and credit expected for the trip. Upon return, a written report must be submitted.	
MERIDIAN, MISS. (11,014)	6 semester hours every 4 years	Must consult with principal, then meet with Assistant Superintendent for Instruction for prior approval of planned trip. Trip must be at least 14 days in length and be relevant to the teaching assignment. Upon return, a written report is required.	14-day trip is worth 3 semester hours credit; 28-day trip, 6 semester hours.
TUPELO, MISS.(5,577)	6 credits every 4 years	Prior to the trip, must seek approval of principal and Superintendent. Trip must be at least 10 days and 2000 miles. Upon return, summary of trip must be filed with Superintendent.	10 days and 2000 miles = 1 credit; 3 weeks and 3000 miles = 2 credits; 4 weeks and 5000 miles = 3 credits.
INDEPENDENCE MO. (15,519)	5 semester hours every 5 years	Applicant must have a bachelor's degree. Must submit a request for preliminary approval to the evaluating committee, indicating how the trip is planned to enrich the teacher's potential and the orientation of the trip to educational potentials and goals. Upon return, a summary of the activity with supporting data must be submitted to the committee for evaluation and determination of credit. The summary must include an introductory paragraph concerning the preplanning activities relating to the educational purpose of the trip, and a concluding paragraph evaluating the experience as related to the professional improvement of the participant.	Travel credit is generally not granted for less than 2 credits. Not more than 2 of the 5 credits required in any growth period may be for travel or other nonacademic activity.
LINDBERGH SCHOOL DISTRICT, MO. (St. Louis) (11,990)	6 credits every 4 years	In advance of trip, must consult with the Assistant Superintendent about the intent and plans for the trip. Trip must be at least 3 weeks in length (12 weeks if sabbatical leave travel), outside the state (outside the country if sabbatical), and be directly relevant to the teaching assignment. Upon return, must submit a written report confirming that plans agreed to prior to trip were carried out.	At discretion of Assistant Superintendent, based on his evaluation of the plan and purpose of the trip.
NORTH KANSAS CITY SCHOOL DISTRICT, MO. (Kansas City) (22,538)	6 semester hours every 4 years	Travel may be substituted for academic credits once in 8 years after a teacher has earned 16 hours beyond the master's degree or reached the age of 60 and has a master's degree but less than 16 hours beyond the master's. Substitution of travel must be preceded by a 4-year professional growth period in which all of the required credits have been met with academic course work. Travel for credit must have prior approval of the Superintendent, and a brief but complete report must be submitted upon return. Trip must be educational in nature and of reasonable duration and distance.	Credit awarded at discretion of the Superintendent.
RAYTOWN, MO. (16,186)	6 semester hours every 5 years	Preapproval of the trip not required. Trip must be a minimum of 2 weeks and 2000 miles. Upon return, a written report on the trip must be submitted to the Assistant Superintendent in Personnel who recommends approval to the Board of Education.	2 credits per trip. No more than 2 credits for travel may be earned in any growth period.
SPRINGFIELD, MO. (25,982)	5 semester hours every 5 years	Prior approval of Assistant Superintendent and Director of Personnel services required. Trip must be relevant to the teaching assignment and at least 1 week in length.	1.25 hours of credit per week of travel, except attendance at a World's Fair held in U.S. is worth 2.5 credits. Total credit not to exceed 5 hours in 5 years.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
WEBSTER GROVES, MO. (8,314)	6 credits every 5 years	Must submit application for approval of the trip to an administrator-teacher committee in advance. Upon return, a brief written evaluation must be made to the committee.	Each trip evaluated individually by the committee.
BILLINGS, MONT. (17,636)	6 credits every 5 years	Must submit in writing to the Superintendent, a request for approval of educational travel. Application must include the principal's recommendation. After return from the trip, a written summary should be sent to the Superintendent for approval of credit hours.	There is no specific schedule of credits.
CLARK COUNTY, NEV. (Las Vegas) (71,128)	6 credits every 5 years	Formal, written application to the Personnel Advisory Board must list details of trip and its relevancy to teaching assignment. Upon return a written application for credit must be filed with the Board.	As approved by the Personnel Advisory Board.
SALEM, N. H. (4,308)	9 credits before step 6; 9 credits before step 9; and 9 credits before step 10, until M.A.+18 is achieved	Prior to trip, must submit request to Superintendent for evaluation, indicating value of trip to school system and to personal growth. Upon return, a written report is required.	Not reported.
MONTCLAIR, N. J. (7,818)	6 credits every 5 years	Prior to trip, must apply to the Superintendent on proper form, stating purpose of trip. Upon return, a written report is required.	1 credit for trip to one specific place related to teaching assignment; 6 credits for around-the-world trip.
UNION, N. J. (8,615)	2 credits every 3 years	Upon attaining the 6th year of training, a teacher may substitute travel or other approved activity for equivalency credit. Trip must be at least 3 weeks in length, whether domestic or foreign. Upon return, a written report on the trip, indicating its value, must be submitted to the Superintendent.	1½ semester hours for a trip of 3 weeks; maximum of 6 semester hours of credit per trip. No more than 12 equivalency credits may be given while teacher is at 6th year level.
FARGO, N. DAK. (10,824)	6 quarter hours every 3 years with B.A.; every 4 years with M.A. M.A.; every 5 years with M.A.+30.	Application must be submitted to the Superintendent, through the Personnel Director, at least one month prior to trip. Application must state the amount of time to be spent, the itinerary, and the educational objectives of the trip. Trip must be at least 2 weeks in length and to a place not previously visited for credit. Upon return, a written report is to be submitted to the Superintendent, through his Administrative Assistant, evaluating the travel in terms of its relationship to the classroom, school, and/or community activities.	Maximum of 1 credit per calendar week of travel, as determined by the Administrative Assistant to the Superintendent. Not more than 3 credit hours of travel may be used to fulfill requirements in each growth period.
GRAND FORKS, N. DAK. (11,633)	4 credits every 3 years	Prior approval of the trip must be sought from the Director of Personnel. Trip must be relevant to the teaching assignment. Upon return, a report is required.	No set schedule of credits; each case is evaluated separately.
TULSA, OKLA. (79,596)	5 credits every 5 years	Must have approval of Assistant Superintendent for Personnel Services. No specific requirements reported. Upon return, a written report is required.	Not reported.
BEAVERTON, OREG. (18,268)	9 quarter hours every 3 years	Applicant must present to the Instruction Office a plan, worked out with principal, which sets forth goals, itinerary, plans for filming, etc. The trip must be at least 5 weeks in length, be pertinent to the teaching assignment, and should emphasize an extended stay in a given area rather than brief visits	A minimum of 3 credit hours for 5 or more weeks of travel in any growth period--exact number determined by Instruction Office. Credit will not be allowed for similar travel in next cycle.

(Continued)

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
BEAVERTON, OREG. *(Continued)*		to many countries, cities, or areas. Approval for the trip is given by the Assistant Superintendent for Personnel. Upon return, the teacher must submit to the Assistant Superintendent a written summary of travel citing in detail what was experienced and making suggestions for utilization of this experience in teaching.	
CORVALLIS, OREG. (8,044)	6 term hours every 3 years	Must have prior approval of the trip from the Professional Improvement Committee of the local teacher's association and from the Superintendent and Board. Application for approval must include method of transportation, planned itinerary, departure and return dates, educational objectives, and how information gained on trip will be used. Trip must be at least 3 weeks in length. Upon return, a written report on the trip must be submitted to the Committee.	Credit is assigned at discretion of the Committee; may not exceed 3 term hours in any growth period.
FOREST GROVE, OREG. (3,155)	90 points (9 quarter hours) every 3 years with B.A.; 90 points every 5 years with M.A.	Must submit plan of trip to principal and Superintendent for approval prior to trip. Trip must be at least 1 week in length, be relevant to teaching assignment, and to an area not previously visited for credit. Upon return, a written report is required in the form of an itinerary: places visited, miles traveled, time spent on trip, etc.	Not more than 30 of the 90 required points may be granted in any period for travel. In a conducted tour (NEA, agency, or university) 15 points for each week of travel. On approved personal tours, 5 points per week, to a maximum of 15 in any growth period.
LINCOLN COUNTY, OREG. (Newport) (5,773)	9 quarter hours every 3 years with less than B.A.+45; every 4 years for B.A.+45 or more	Must submit to the District Inservice Credit Review Committee an itinerary of planned travel at least 6 weeks prior to departure. Upon return, report must be submitted to the Committee.	Maximum of 3 credit hours, as determined by Committee's evaluation of time spent, preparation for the trip, and the results.
ROSEBURG, OREG. (7,098)	9 quarter hours every 5 years	An outline of the trip must be submitted to the Superintendent in advance of the trip. Upon return, a written report must be submitted to the Superintendent.	No set schedule of credits; each case is considered individually by the Superintendent.
SALEM, OREG. (22,442)	9 quarter hours every 5 years with less than M.A.; 6 quarter hours every 5 years with M.A. or more	Must submit to the Superintendent for approval an application showing the complete itinerary of the trip, including the time involved, and presenting a detailed analysis of the contribution the trip will make to the teacher and the district. The travel must be to a part of the world not previously visited for credit and shall contribute to the cultural background and professional service of the employee. Trip may be planned part of travel to or from overseas or exchange teaching assignment. Upon return, must submit to the Superintendent a report which is comprehensive; well-prepared, edited, and mechanically satisfactory; and includes slides or film or other materials arranged in a manner to effectively supplement the written report.	1 quarter hour per full week of travel to a maximum of 4 quarter hours, and no more than one such experience in a 5-year period.
RAPID CITY, S. DAK. (13,967)	4 semester hours every 6 years	Make application to Superintendent, through a committee appointed by Superintendent to review applications; final approval is by Board of Education. Trip must be relevant to teaching assignment. Upon return, must make such reports as requested by the Superintendent.	Determined by committee, subject to approval of Superintendent and Board.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
SUMNER COUNTY, TENN. (Gallatin) (13,261)	3 quarter hours every 3 years	Prior approval not necessary. Upon return from trip, submit written report to principal, who verifies the credits earned according to the guidelines.	6 clock hours of credit per state; 18 clock hours of credit per foreign country. 30 clock hours = 1 quarter hour.
LUBBOCK, TEXAS (33,209)	6 credits every 4 years until M.A. or equivalent is completed	Prior approval of the Assistant Superintendent for Instruction is required. Upon return, must submit a written report for evaluation of credit.	Not reported.
ROSEBUD-LOTT SCHOOL DISTRICT, TEXAS (Rosebud) (700)	6 credits every 4 years with B.A.; 3 credits every 4 years with M.A.	Prior to trip, must submit plan to Board of Education. Trip must be a definite contribution toward the enrichment and revitalization of the teacher potentialities. Upon return, must file statement with the Superintendent that the planned trip has been completed. Travel must be out-of-state.	3 semester hours for approved travel. Travel credit will not be allowed in consecutive growth periods.
SPRINGFIELD, VT. (2,359)	6 credits every 5 years	Must submit plan in advance to Superintendent and receive his approval. Trip must be at least 3 weeks in length and be relevant to the teaching assignment. Upon return, a written report is required.	3 credits for 3 weeks of travel; 6 credits for 6 weeks of travel.
NORFOLK, VA. (57,476)	6 credits every 5 years	A written request that the trip be considered for credit, outlining educational benefits to be derived, must be filed with the Director of Inservice Education. Trip must be at least 2 weeks in length, to a place not previously visited, and must relate to the teaching assignment. Upon return must submit a written report stating time spent, places visited, and how materials gathered (e.g., slides) will be used in the classroom.	Maximum of 2 credits in any professional growth period.
EDMONDS SCHOOL DISTRICT, WASH. (Lynnwood) (29,201)	6 credits every 6 years	Must submit application to Professional Credit Committee, which makes recommendation to Superintendent based on duration, distance and location, and relevancy to the teaching assignment. Upon return, must submit a written report to the Superintendent, and an oral report if requested, and must share experiences with colleagues.	Not reported.
HIGHLINE SCHOOL DISTRICT, WASH. (Seattle) (30,314)	9 quarter hours every 6 years	Must submit an application form to the District Professional Credits Committee stating amount of time to be spent, itinerary, and educational objectives of the trip. Upon return, a written report evaluating the trip in terms of its relationship to the classroom, school and/or community activities must be submitted to the Committee. Oral report may also be requested by the Committee.	Up to 5 quarter hours per growth period.
KENT, WASH. (13,565)	6 credits every 3 years	Prior approval must be sought from Superintendent and Board. Upon return, a written report must be submitted certifying completion of the approved plan.	At discretion of the Superintendent.
LAKE WASHINGTON SCHOOL DISTRICT, WASH. (Kirkland) (14,414)	9 quarter hours every 6 years	Credit available only for trips which consume the major part of a school year, whether sabbatical leave travel or travel on unpaid leave of absence. Teachers applying for sabbatical leave must have at least 3 years' experience in the system and 7 years' total teaching experience. Applicant for credit must submit an outline of the planned travel, including relevancy to teaching assignment, to the Professional Credits Committee. Upon return, must submit a written and/or oral report to the Committee.	At discretion of the Committee--maximum of 2 credits per month of travel.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
PASCO, WASH. (5,229)	6 quarter hours every 5 years	Must submit application to the superintendent 1 month prior to trip or close of school. Upon return, must submit a written report to Superintendent, indicating the value of the educational experiences as they relate to the classroom.	No more than 2 credits per month of travel; no more than 6 credits accepted in each growth period.
RICHLAND, WASH. (8,140)	7½ quarter hours every 5 years	Prior to trip, approval must be sought from the Professional Development Board. Trip may be foreign or domestic and must contribute to the individual's professional improvement and the general welfare of the district. Upon return from the trip, must submit a written report on request of the Superintendent and be prepared to serve as a resource person for the district.	Up to 3 quarter hours credit, as determined by the Professional Development Board.
FOND DU LAC, WIS. (8,523)	6 credits every 5 years up to age 56.	Prior to trip, must apply to the Superintendent for approval. Trip must be at least 1 week if foreign, 2 weeks or 2 one-week trips if domestic. Upon return, a written summary of the trip must be submitted to the Superintendent.	Foreign travel = 1 semester credit per week. Domestic = 1 semester credit for 2-week trip or 2 one-week trips. Maximum of 2 semester credits may be earned in any growth period.
JANESVILLE, WIS. (13,118)	6 semester hours or 8 equivalency credits are required every 4 years for teachers with B.A.; every 6 years with M.A.	Prior to trip, an outline of proposed trip(s) must be presented to the Director of Instruction who will forward it to the teachers' organization Travel Committee for approval. Outline must include approximate number of miles to be traveled, map of intended trip, places or things to be seen, duration of trip, and relevancy to teaching assignment. Trip must be at least 2 weeks in length to receive approval. Upon return, a complete summary of the trip, in booklet form, including pictures, and following the outline submitted, must be submitted to the Director of Instruction. It is also desirable that a travelog be presented before a group or groups.	Once every 12 years hurdle requirement may be satisfied by travel. 1 credit is assigned per week of travel and the 8 equivalency credits may be met as follows: one 8-week trip; one 6-week trip and one 2-week trip; two 4-week trips. The hurdle requirement may also be met by a 4-week trip and 3 semester hours or 4 other equivalency credits.
MANITOWOC, WIS. (7,817)	3 semester hours every 3 years with B.A.; every 5 years with M.A.	Only tours for which college credit is awarded are acceptable. Must request prior approval from the Superintendent, indicating college granting credit. Upon return, transcript must be presented to Superintendent.	As awarded by university, except that no more than 40 percent of required hours in an increment period may be undergraduate credits.
OSHKOSH, WIS. (11,318)	4 semester hours every 5 years	Prior approval for trip must be requested from Superintendent. Upon return, a written report must be submitted to Superintendent.	At discretion of Superintendent, but not more than 2 credits in any growth period.
RACINE, WIS. (31,587)	5 semester hours every 5 years	Only travel credit awarded by university is acceptable, with the exception that a teacher of a foreign language may submit for approval by the Assistant Superintendent for Staff Personnel, a plan for at least 6 weeks of travel in a foreign country where the language he teaches is spoken.	University credits are accepted as awarded; 6 weeks of foreign travel for language teacher satisfies 5-year requirement.
SHOREWOOD, WIS. (2,835)	6 credits every 3 years with B.A.; 6 credits every 6 years with M.A.	Applicant must have M.A. and 5 years' experience in system. Must present to Superintendent and Board itinerary of trip, and explanation of its relevance to teaching assignment and benefits to the system. Trip must be at least 30 days and outside the continental U.S. Upon return, must submit report on benefits derived from trip.	At discretion of the Superintendent and Board in each case.

Table 1 *(Continued)*

School system and fall 1969 enrollment	Professional growth requirement	Requirements governing acceptance of travel for credit	Number of equivalency credits granted for travel
WAUSAU, WIS. (9,835)	5 or 6 semester credits every 5 years	Applicant must have M.A. degree. Must obtain prior approval for trip from the Superintendent. Upon return must submit written report to the Superintendent.	Not reported.
WEST ALLIS, WIS. (14,175)	6 credits every 5 years for teachers with B.A.; 5 credits every 6 years for teachers with M.A. and above.	Travel must be under the auspices of an accredited school and recognized for credit by that institution.	Credits assigned by university are accepted, except that no more than 9 credits for travel will be accepted during a teacher's entire service.

Footnotes:

a/ KERN HIGH SCHOOL DISTRICT, CALIF.: The general plan for crediting travel is as follows:

1. Foreign Travel (Example itineraries) — Units

Round-The-World-Tour	3
Europe	3
Asia	3
South America	3
South America - Panama Canal & North Coast Ports	2
South Africa	3
South Pacific Islands	3
Australia	3
Mexico to Mexico City	1½
West Indies Cruise including Cuba, Haiti, Puerto Rico, Lesser Antilles	2

2. United States and Canada (Example itineraries)

Northwest - Lake Louise, Banff, Glacier, Jasper	1½
Northwest - Seattle, Vancouver, Yellowstone, etc.	1
Northwest - Seattle, Vancouver, Coast Highways, Victoria	1
Alaska and Northwest to Skagway	1½
Alaska and Northwest to Lake Altin	1½
Alaska and Northwest to Skagway, Cordova, Matanuska Valley	1½
Alaska to Fairbanks including Yukon River trip	1½
Hawaii	1½

3. Rocky Mountain States (Example itineraries)

Arizona, New Mexico, Colorado, Utah, including Grand Canyon, Mesa Verde, Estes Park, Denver, Salt Lake City, Zion Canyon, Bryce Canyon	1½
Yellowstone, Grand Tetons, Glacier	1½

4. Atlantic Seaboard (Example itineraries)

Atlantic Coast and return via Old South, thence to Canadian Province of Quebec, through St. Lawrence River Country, or instead of Quebec, back via Canadian Northwest	2
Atlantic Coast and return via direct routes, but trip to include extensive travel on East Coast--New England States, including Boston, and environs; thence to New York, Philadelphia, Washington, D.C., etc.	2
Atlantic Coast via Panama Canal, thence to Boston, New York, Philadelphia, Washington and return across continent or via canal	2

5. Middle West (Example itineraries)

Middle West via Canadian Rockies thence through Great Lakes thence to Detroit, Chicago, St. Louis, etc., and return via direct route	2
Via Old South with stopovers	2

b/ SANTA CLARA, CALIF.: The following is the schedule of maximum travel points allowed:

Europe and British Isles, Asia, Africa, South Pacific Islands, Australia, or South America - 12 points

Mexico (minimum of 250 miles inland), Hawaii, Alaska, Western or Eastern Canada, Caribbean area, or Central America - 9 points

(Continued)

FOOTNOTES *(Continued)*

b/ (Cont.)

Continental U.S.A. (Northwest, Northeast, Rocky Mountain States, Middle West, Northeast, or Southeast) - 6 points

National Parks (Yellowstone, Bryce, Glacier, Black Hills, Zion, Grand Canyon, Grand Tetons, Mesa Verde, Estes Park, Carlsbad) - 3 points, if teacher is enrolled in a field course sponsored by an approved educational agency; otherwise, no credit.

c/ VALLEJO, CALIF.: Schedule of allowances for credit for travel is as follows:

Continents other than North America: One unit per week spent on continent(s); minimum of 4 credits and and maximum of 9 credits.

Alaska, Hawaii, Mexico, Canada, Caribbean and Pacific Islands: a minimum of 2 credits for 3 weeks to maximum of 4 credits for 6 weeks.

United States: Minimum of 2 credits for 4 weeks to a maximum of 3 credits for 6 weeks.

d/ PUEBLO, COLO.: Travel credits are awarded on the following schedule:

In-state travel: 1 week duration = ½ quarter hours
3 weeks duration = 1 quarter hour

In continental U.S., but out-of-state: 2,000-3,000 miles and 1 week = 1 quarter hour
3,000-5,000 miles and 2 weeks = 1½-2 quarter hours
4,000-6,000 miles and 3 weeks = 1½-2½ quarter hours
4,000-6,000 miles and 4-5 weeks = 3 quarter hours

In Canada or Mexico: 2-3 week trip = 2-2½ quarter hours

In Hawaii: Up to 4 quarter hours

Other than North America: Up to 6 quarter hours

e/ BOISE, IDAHO: The schedule of credits for various types of travel is as follows:

Within continental U.S. and Canada: 1 credit per week of travel to a maximum of 3 credits.

Mexico, Alaska, and Hawaii: 2 credits for first week of travel and one credit for each week thereafter, to a maximum of 4 credits.

Foreign countries other than Canada and Mexico: 2 credits per week of travel to a maximum of 6 credits.

Table 2

CREDITS FOR EDUCATIONAL TRAVEL ACCEPTED BY STATE EDUCATION DEPARTMENTS TOWARD STATE CERTIFICATION REQUIREMENTS, 1970

State	ACADEMIC credits for educational travel accepted by state department toward teaching certificate	Credit for educational travel given DIRECTLY BY STATE DEPARTMENT toward teaching certificate
ALABAMA	All credits granted by college toward first, renewal, and life certificates.	No travel credits given directly.
ALASKA	All credits granted by college toward first and renewal certificates.	1 week of travel supplemented by seminar or lecture is equivalent to 1 semester hour, for renewal of certificate only.
ARIZONA	5 credits allowed toward renewal of certificate.	5 credits toward renewal for trip of 30 days outside U.S.; thesis on cultural and/or educational observations required following trip.
ARKANSAS	All credits granted by college toward first certificate.	No travel credits given directly.
CALIFORNIA	All credit granted by college which is applicable to meet a specific credential requirement, (e.g., travel credit in the area of comparative education), for first, renewal, and permanent certificates.	No travel credits given directly.
COLORADO	All credits granted by college toward first, renewal, and professional certificates.	No travel credits given directly.
CONNECTICUT	"Reasonable" number of credits granted by college toward first, renewal, and life certificates if part of a planned program.	No travel credits given directly.
DELAWARE	All credits granted by college as part of approved program.	No travel credits given directly.
DISTRICT OF COLUMBIA	No travel credits accepted.	No travel credits given directly.
FLORIDA	3 semester hours accepted toward certificate renewal.	3 semester hours credit toward certificate renewal for trips of at least 3 weeks, approved in advance by employing superintendent.
GEORGIA	All credits validated by college toward first and life certificates.	No travel credits given directly.
HAWAII	All credits given by college toward first, renewal, and life certificates.	Up to 15 credits toward life certificate based on an evaluation of trip's purpose, educational objectives, length, activities, destination, and applicability to teaching.
IDAHO	All credits given by college.	No travel credits given directly.
ILLINOIS	All credits given by college toward first certificate.	No travel credits given directly.

Table 2 *(Continued)*

State	ACADEMIC credits for educational travel accepted by state department toward teaching certificate	Credits for educational travel given DIRECTLY BY STATE DEPARTMENT toward teaching certificate
INDIANA	All credits validated by institutions accredited by regional association or by NCATE.	No travel credits given directly.
IOWA	3 credits accepted toward certificate renewal.	No travel credits given directly.
KANSAS	All credits given by college toward first and renewal certificates.	No travel credits given directly.
KENTUCKY	All credits given by college toward first, renewal, and life certificates.	No travel credits given directly.
LOUISIANA	All credits given by college.	No travel credits given directly.
MAINE	3 or 6 credits toward renewal and life certificates.	For renewal or life certificate: 3 credits (½ those required) for trip of 4 consecutive weeks approved in advance; 6 credits for 6 consecutive weeks of travel and appropriate period of study in recognized institution, approved in advance and followed by report and transcript of credits. (See policy on page 33.)
MARYLAND	6 credits toward renewal of certificate.	No travel credits given directly.
MASSACHUSETTS	No travel credits accepted.	No travel credits given directly.
MICHIGAN	All credits given by approved teacher education institution.	No travel credits given directly.
MINNESOTA	All credits given by college as part of approved teacher education program toward first certificate.	No travel credits given directly.
MISSISSIPPI	12 semester hours toward renewal of certificate.	No travel credits given directly.
MISSOURI	All credits given by college toward first, renewal, and life certificates, if credited as fulfilling requirement in particular subject, e.g. history, geography.	No travel credits given directly.
MONTANA	All credits given by college toward first and renewal certificates.	No travel credits given directly.
NEBRASKA	All credits given by college as part of approved teacher preparation program, toward first, renewal, and life certificates.	No travel credits given directly.
NEVADA	All credits given by college toward first and renewal certificates, if not offered as an education or teaching area credit.	3 credits toward first and renewal certificates for pre-approved trip of 3 weeks outside U.S. or possessions, if narrative report on relating travel to teaching assignment is submitted upon completion of trip.

Table 2 *(Continued)*

State	ACADEMIC credits for educational travel accepted by state department toward teaching certificate	Credits for educational travel given DIRECTLY BY STATE DEPARTMENT toward teaching certificate
NEW HAMPSHIRE	All credits given by college toward first, renewal, and life certificates.	Up to 3 credits in 5-year period toward renewal of Standard Certificate on trip pre-approved by local superintendent and State Department; number of credits based on demonstrated preparation for trip, length (not less than 4 weeks), countries visited, and quality of report submitted upon return.
NEW JERSEY	All credits given by college toward first, renewal, and life certificates.	No travel credits given directly.
NEW MEXICO	All credits given by college toward certificate renewal.	No travel credits given directly.
NEW YORK	All credits given by college toward first or renewal certificates (must be graduate credit for renewal).	No travel credits given directly.
NORTH CAROLINA	All credits given by college toward first certificate; 2 credits toward certificate renewal.	2 credits toward certificate renewal on trip pre-approved by local superintendent and State Department; trip must cover at least 3000 miles, include a variety of places and experiences, be for 20 days if foreign (exclusive of time spent traveling to foreign land) or 28 days if domestic), and be reported as to educational value upon return. (See policy, page 32.)
NORTH DAKOTA	All credits given by college toward first and renewal certificates.	No travel credits given directly.
OKLAHOMA	Up to 8 academic credits toward certificate renewal; if for first certificate, credit would have to be in specific area acceptable for general education.	No travel credits given directly.
OHIO	All credits given by college as part of teacher education program--toward first, renewal, and life certificate.	No travel credits given directly.
OREGON	All credits given by college as part of 4- or 5-year teacher education program--toward first, renewal, and life certificates.	No travel credits given directly.
PENNSYLVANIA	Up to 3 credits given by college for first or renewal certificate; up to 6 credits for permanent certificate. Credits for certificate renewal may be satisfied by inservice programs conducted by a school district with the cooperation of an approved teacher preparation institution.	Up to 3 credits for certificate renewal or permanent certificate, if approved by State Department as organized educational travel.
RHODE ISLAND	All credits given by college for first, renewal, and life certificates.	2 credits for renewal of certificates issued prior to 10-1-64; criteria include length of trip and area of world.

Table 2 *(Continued)*

State	ACADEMIC credits for educational travel accepted by state department toward teaching certificate	Credits for educational travel given DIRECTLY BY STATE DEPARTMENTS toward teaching certificate
SOUTH CAROLINA	All credits given by regionally-accredited institution toward first, renewal, and life certificates.	No travel credits given directly.
SOUTH DAKOTA	All credits given by college toward first, renewal, and life certificates.	No travel credits given directly.
TENNESSEE	All credits given by college toward first, renewal, and life certificates.	No travel credits given directly.
TEXAS	No travel credits accepted.	No travel credits given directly.
UTAH	9 credits toward renewal and life certificates.	Up to 3 quarter hours for certificate renewal on trips pre-approved by local school district Committee on Professional Improvement. Travel evaluated on bases of pre-planning, relationship to assignment, contribution to professional growth, and number of weeks.
VERMONT	All credits given by college toward certificate renewal.	For renewal of professional certificates (not emergency), 2 credits for trips of 15-29 days and 4 credits for 30 days or more. Must be approved in advance in writing by local superintendent and written report must be submitted to superintendent upon return.
VIRGINIA	All credits given by college toward first and renewal certificates, provided credits for renewal are approved in advance by local superintendent.	No travel credits given directly.
WASHINGTON	All credits given by college toward first, renewal, and life certificates.	3 quarter hours toward renewal of 6-year elementary certificates. Report showing educational relationship to teaching role required.
WEST VIRGINIA	All credits given by college toward first, renewal, and life certificates.	6 credits (minimum requirement for renewal) for pre-approved trip of 40 days visiting places of educational value.
WISCONSIN	No travel credits accepted.	No travel credits given directly.
WYOMING	All credits given by college for first or renewal certificates.	Up to 10 semester hours for renewal of a professional certificate, with prior approval.

BERKELEY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT

REQUEST FOR CREDIT ALLOWANCE FOR TRAVEL

1. Application should be filed in duplicate at least one month prior to making trip.
2. Return the approved copy of this form with the report of trip attached.
3. Form will then be returned to you after review of the report with a notation of the credit approved.
4. Submit this form to the Personnel Office for recording of credit granted.

I hereby request credit allowance for travel described below:

_____ _____ _____
Teacher's Name School Date

From _____ to _____
(date) (date)

1. Outline of proposed itinerary: _____

_____

_____

2. Is this trip to be to an area previously visited by you? _____

3. If answer to (2) is Yes, what was your purpose then or your focus of study? _____

_____

_____

4. What is your purpose or focus of study on this trip? _____

_____

5. I intend to submit a. Brief Report _____.
b. Extended Report _____.

_____ _____

Proposed trip approved for following units.

a. Brief Report _____. (or)
b. Extended Report _____.

_____
Chairman Evaluating Committee

_____
Superintendent

_____ (Date) _____

Report filed and approved for

_____ units

_____
Chairman

_____
Superintendent

Additional Berkeley forms, pages 26-27.

BERKELEY PUBLIC SCHOOLS
PERSONNEL OFFICE

This is to acknowledge receipt of your Request for Credit Allowance for Travel during the period from _____to_____. Enclosed find copies of Evaluation Forms A and B. Information as to use and procedure is given below.

Travel for which the equivalent of academic credit is to be granted shall be to areas not previously visited by the employee, and shall contribute clearly to the cultural background and professional improvement of the employee. This growth shall be made evident by the employee upon completion of the trip in a report acceptable to the superintendent or his evaluation committee. No credit will be allowed for travel of less than two weeks' duration.

Credit for travel will be granted, in general, upon the basis of one unit for two weeks of acceptable travel experience. The maximum of four units can be granted only once to any applicant while he remains within any one salary classification. When a summer session is included in the period of travel, no credit for travel shall be granted for the time spent in such a session. Travel credit on the basis of one unit for two weeks of travel time may be granted during such remaining period of the summer vacation as may be spent in travel. Prior to any trip for which credit is desired, the applicant shall submit, on blanks available in each principal's office, the proposed itinerary and program to the superintendent for his approval. Applicants for more than two units of credit shall obtain from the personnel director, prior to the travel period, the appropriate Evaluation Form (A or B) upon which they will be expected to base their reports, and which will be used by the superintendent or his evaluation committee as a basis for judging the final reports.

Credits Up To Two Units may be granted upon the submission of a brief report indicating completion of proposed travel.

Credit In Excess of Two Units will be granted only upon the presentation of an adequate report in one of the following forms:

1. A typewritten report which must conform to the requirements set forth in Evaluation Form A for such reports.

2. An illustrated lecture, using slides or movies made during the travel period for which credit is requested, before a teachers' professional group, as the B.T.A. or B.F.T. Reports in this form must be based on the requirements set forth in Evaluation Form B for use with such reports.

3. A course of study or unit of work for classroom use. Such a course of study or unit of work must be comprehensive and include materials gathered specifically for use in connection with it.

Upon the completion of your trip you should utilize the above information, including Evaluation Forms A and B. We are enclosing the duplicate copy of your Request for Credit Allowance for Travel, which should be returned to this office, together with your report, when your trip has been completed.

BERKELEY PUBLIC SCHOOLS
PERSONNEL OFFICE

Evaluation Form A

This form is to be used by employees planning to submit a comprehensive written report in satisfaction for requirements for professional growth credit for summer travel in excess of two credits.

I. Organization: Chapter form must be used. Must have unity and continuity.

II. Length: 30-40 double spaced typewritten pages.

III. Preface: Purpose and aims of trip to be concisely and adequately stated.

IV. Table of Contents: Outline form. Page numbers of chapters and subheadings to be given for reference in evaluation.

V. Illustrations. Minimum of 12. May consist of author's photographs, sketches, or of material gathered especially for illustrative purposes on trip.

VI. Appendix: Bibliography. List of museums, galleries, places of historic interest, etc., visited on trip.

BERKELEY PUBLIC SCHOOLS
PERSONNEL OFFICE

Evaluation Form B

This form is to be used by employees planning to submit, in satisfaction for the requirements for professional growth credit for summer travel in excess of two units, their report in the form of a lecture accompanied by a showing of color slides or moving pictures.

I. Organization: Slide sequence or movie and accompanying talk must show unity and continuity.

II. Length: Time--45-50 minutes. 75-100 slides.

III. Introductory remarks: Clear, concise statement of purpose and aims of trip.

IV. Pictorial aspects of subject matter: Variety in chosen topic. Should include maps, close-ups, long shots, details, human interest.

V. Photographic technique: Good color--proper exposure. Sharpness--good focus.

CREDIT FOR FOREIGN AND OTHER TRAVEL

Fort Smith, Arkansas

Teachers desiring to substitute travel for college courses will be required to observe the following procedures:

1. Application for credit for foreign or other travel should be filed in writing with the superintendent of schools prior to the trip. The application should state place and give an estimate of the amount of time to be spent.

2. A written narrative report shall be filed in the central office upon completion of the trip showing the country or countries visited, the amount of time spent abroad, and highlights of educational experiences received in each country.

3. Credit for foreign travel shall be assigned as follows (one credit equivalent to one college hour):

    a. States (Hawaii, Alaska) or possessions outside the continental U.S. - 2 credits for one or more weeks.

    b. Foreign countries adjacent to the continental U.S. (Canada, Mexico, Caribbean Islands) - 2 credits for one or more weeks.

    c. Central American countries - 3 credits for two or more weeks.

    d. All European, South American, Asian, African countries, Australia - 6 credits for two or more weeks.

4. Private tours of the United States

    Tours within the bounds of the United States which include visits that may be considered beneficial to the teacher in acquiring knowledge or in broadening his professional experience may be approved for credit if application is made to the superintendent in advance. Examples: A history teacher making a tour of the historical points of interest in the original 13 colonies; a civics teacher touring Washington, D.C.; an elementary teacher making a tour which includes geographical and historical points of interest.

    Credit for planned trips or tours within the United States will be granted by the office of the superintendent through consideration of the following factors:

    a. Nature of tour and number of planned activities related to teaching field.

    b. Amount of time involved.

    c. Amount of travel (distance) involved.

    d. 2 credits (maximum)

5. Credit for domestic or foreign trips or travel tours will be granted only if taken when school is not normally in session.

PROFESSIONAL IMPROVEMENT: TRAVEL

Janesville, Wisconsin

Once every 12 years, a teacher may satisfy summer school requirements by travel.

1. Required: One credit will be allowed per week of travel. Eight credits will satisfy the summer school requirements.

    a. One eight-weeks trip.
    b. One six-weeks trip plus one two-weeks trip.
    c. Two four-weeks trips.
    d. One-week trips will not satisfy the requirements.

2. Procedure:

    a. By May 1 of the year in which one intends to travel an outline of the proposed trip(s) must be presented to the director of instruction who will in turn give it to the chairman of the Janesville Education Association Travel Committee. This outline should include (1) approximate number of miles to be traveled, (2) map of the intended trip, (3) places or things to be seen, (4) duration of the trip, (5) the value to the job one is now doing.

    b. By May 15, the J.E.A. Travel Committee will pass judgment as to whether or not this trip has merit enough to be sanctioned.

    NOTE: Should the possibility of a trip arise toward the close of school or during the summer, the same required outline should be left with the director of instruction or with his secretary.

    c. A complete summary of the trip must be submitted after the trip (in booklet form, including pictures, etc.) following the outline submitted. It is desirable that a travelog of the trip be given before a group or groups. The deadline for filing the summary of the trip with the director of instruction is November 15th following the summer trip.

    d. After the written report has been evaluated by the J.E.A. Travel Committee, it will be placed on file in the office of the director of instruction until the end of the school year. Any person interested in reading it for pleasure or for getting suggestions for a trip of his own may check it out with the director of instruction.

    e. No stipend is paid for a trip.

3. A combination of one four-week trip and three semester hours or four professional growth credits will satisfy summer school requirements.

CREDITS TOWARD INCREMENT FOR TRAVEL

Westbrook, Maine

1. Three local credits will be allowed for very extensive travel in the United States or in five or more foreign countries not including those in North America or some combination of the above. This travel must be of at least 30 days duration.

2. Two local credits will be allowed for extensive touring in two or more foreign countries or a particularly large section of the United States. This travel must be for at least 20 days.

3. One local credit will be allowed for extensive travel in one North American country, that is, a section of the United States or large sections of Mexico and Canada. This travel must take a minimum of 15 days.

4. In order for any travel to be approved, a proposed itinerary will have to be submitted and approved in advance. In addition before credits are finally given, a written report covering the travel and showing how the travel will help the teacher in his work in Westbrook will have to be filed with the Superintendent.

CORVALLIS SCHOOL DISTRICT NO. 509J
Corvallis, Oregon

Application for Professional Improvement Travel

Date _____ 19____

NAME _____ PHONE _____

ADDRESS _____

POSITION IN DISTRICT _____

PREVIOUS PROFESSIONAL IMPROVEMENT TRAVEL: DATE _____ 19____ CREDIT _____

WILL YOU APPLY FOR COLLEGE CREDIT Yes No HOURS _____ DISTRICT CREDIT Yes No

HOURS _____ IS YOUR TRIP BEING PLANNED BY A COMMERCIAL TRAVEL BUREAU Yes No.

WILL YOU HAVE A PROFESSIONAL GUIDE OR INSTRUCTOR ON YOUR TRAVEL Yes No.

METHOD OF TRAVEL: Please check those which apply

TRAIN _____ BUS _____ BOAT _____ AIRPLANE _____ PRIVATE AUTOMOBILE _____

OTHER _____

GIVE A BRIEF ITINERARY OR EXPLANATION OF YOUR PLANNED TRAVEL:
(If more space is needed use the back of this form.)

_____

_____

_____

_____

ANTICIPATED DEPARTURE DATE _____ 19____.

ANTICIPATED DATE OF RETURN _____ 19____.

(List the educational objectives of your travel.) Be specific.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Page 2

HOW DO YOU PLAN ON USING THE INFORMATION GAINED BY YOUR TRAVEL IN YOUR POSITION IN THIS DISTRICT? (Be specific)

_____

_____

_____

_____

_____

_____
SIGNATURE

PROFESSIONAL IMPROVEMENT COMMITTEE ACTION _____ DATE _____ 19 _____

SCHOOL BOARD ACTION _____ DATE _____ 19 _____

- - - -

DIVISION OF TEACHER EDUCATION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
RALEIGH, NORTH CAROLINA

POLICIES AND PROCEDURES FOR APPROVAL OF TRAVEL

The North Carolina State Board of Education has adopted certificate renewal policies which permit approved travel by teachers to be used as part of the credit required for renewal of all certificates, subject to the following regulations and interpretations.

I. Regulations governing travel credit

A. A maximum of two units of travel credit may be applied during a renewal period of five years.
B. Travel covering a minimum distance of approximately 3,000 miles, including a variety of places and experiences, and extending over a period of about four consecutive weeks is required for two units.
C. The travel must be educational and designed to broaden the teacher's resources for teaching children.
D. The trip must be planned in advance by the teacher and the employing superintendent or his designee and approved at least one month in advance by the State Department of Public Instruction.
E. Upon completion of the travel, the teacher must submit a report to his superintendent, who in turn will send it to the State Department of Public Instruction. The report must not be merely a travelogue, but must also be written to indicate educational value to him as a teacher.

II. Interpretation and clarification of the regulations

A. A foreign tour or extensive travel in other sections of the United States is preferred for travel credit.
B. An academic year of teaching in a foreign country on an exchange or appointment basis will be recognized for travel credit.
C. Travel credit is recognized on the basis of two units. It is not possible to earn one unit of travel credit.
D. A trip to visit relatives, to attend a professional meeting, or to attend the World's Fair or similar type event will not suffice to meet the travel requirements. Although some of these events could be included in an approved trip, the trip must have much broader and more definite educational objectives.
E. Approval to participate in a certain travel tour is granted to an individual and not to any travel agency.
F. Travel agencies are not given tour approval by the State Department of Public Instruction and no agency has permission to carry advertisements to this effect in any publication.
G. A foreign tour must involve a minimum of 20 days of organized and planned educational experiences in foreign countries on another continent. This must be exclusive of any time consumed in traveling to and from the foreign land(s).
H. A trip or tour within the United States or on the North American continent must involve a minimum of 28 days of organized and planned educational experiences. Incidental experiences for the purpose of completing an organized trip of less than 28 days will not be recognized.
I. Each trip must be justified in terms of educational benefits which the individual teacher will receive to broaden his teaching competence. It is possible that a given organized tour would be approved for one teacher but not for another.
J. Evaluation of a proposed travel tour is based not only on the number of cities or places on the itinerary, but also on the leadership and organizational plans for the tour. Complete information about any organization or agency sponsoring a tour must be sent with a request for approval. An itinerary and descriptive brochures or bulletins should be attached to the request.
K. If a teacher plans a trip which will not be a part of an organized tour conducted by a responsible organization or agency, the teacher must submit an itinerary which gives a day-by-day accounting of all educational experiences.

(Continued)

L. Official travel forms should be requested by the local superintendent from the Division of Teacher Education of the State Department of Public Instruction and distributed to teachers upon request.

M. The request for approval must be completed in advance of the trip by the teacher on forms provided by the Division of Teacher Education. The superintendent or his designee must approve, sign, and transmit the request to the Division of Teacher Education at least one month prior to proposed travel.

N. At the conclusion of a trip a Verification of Travel must be completed by the teacher on forms provided by the Division of Teacher Education. The superintendent or his designee must approve, sign, and transmit the verification to the Division of Teacher Education.

State of Maine
DEPARTMENT OF EDUCATION

State Certification of Teachers: Approved Travel

DEFINITION:

Travel offered by a teacher toward the satisfaction of the five-year inservice study requirement shall be purposeful. As used herein, "purposeful travel" means planned travel clearly related to the level, field, or area in which the teacher is working.

LIMITATIONS:

1. Approved travel shall be restricted to holders of five-year certificates of standard grade.

2. Four consecutive weeks of approved purposeful travel may be offered by a teacher for one-half of the inservice study requirement during a five-year period.

3. Six consecutive weeks of approved purposeful travel, including an appropriate period of study in a recognized institution of higher education, may be offered by a teacher to satisfy the inservice study requirement during a five-year period.

4. Other travel completed by said teacher, either during the five-year period or the five-year period subsequent thereto, shall not be accepted by the Certification Division toward the satisfaction of the inservice study requirement.

REQUIREMENTS FOR APPROVAL OF PURPOSEFUL TRAVEL:

1. The itinerary and a statement of objectives shall be filed for approval with the State Education Department at least 30 days prior to the beginning of such travel.

2. Official records of places visited and study completed shall be filed with the State Education Department within 30 days after travel has been completed.

3. A typewritten report of travel (including statement of objectives, activities pursued, and appraisal of trip, indicating cultural and professional significance of important places visited and major activities completed), shall be submitted to the State Department within three months after travel has been completed. A teacher completing an appropriate period of study as a part of the travel program shall submit with the travel report an official transcript of the courses completed.

Please print or type replies
(A)

Educational Research Service
July 1970

PROFESSIONAL GROWTH CREDIT FOR EDUCATIONAL TRAVEL

School system _____

City _____ State _____ Zip code _____

Name and title of respondent _____

1. Are professional growth credits (points, etc.) required for advancement on the increment steps (or hurdles) of your school system's teachers' salary schedule?

   ☐ YES, _____(*number*) credits are required every _____ years.

   ☐ NO. (If NO, please so indicate and return one copy of the questionnaire to ERS.)

2. Does your school system grant professional growth credit for educational travel under certain circumstances?

   ☐ YES ☐ NO (If NO, please so indicate and return one copy of the questionnaire to ERS.)

3. What types of educational travel are recognized for advancement on the increment steps of the salary schedule? (CHECK ALL THAT APPLY)

   _____ a. Sabbatical leave for travel (with full or part pay)

   _____ b. University-sponsored tours

   _____ c. NEA-sponsored tours

   _____ d. Other professional organization-sponsored tours

   _____ e. Personally-arranged educational travel

   _____ f. Other (please specify) _____

QUESTIONNAIRE USED

4. What pay provisions (if any) are in force during each type of educational travel?

	Leave granted with full pay	Leave granted with part pay	Leave granted without pay	None: travel must be during vacation time only
a. Sabbatical leave for travel:	___	___	___	___
b. University-sponsored tours:	___	___	___	___
c. NEA-sponsored tours:	___	___	___	___

OVER →

4. (Continued)

	Leave granted with full pay	Leave granted with part pay	Leave granted without pay	None: travel must be during vacation time only
d. Other professional organization-sponsored tours:	____	____	____	____
e. Personally-arranged educational travel:	____	____	____	____
f. Other	____	____	____	____

5. What academic or experience requirements must an applicant for educational travel credit have?

Years of experience in system _____

Total years of experience _____

Degrees earned _____

Other (please specify) _____

6. What procedures must an applicant go through to gain professional growth credit for educational travel:

BEFORE LEAVING ON THE TRIP?

_____

_____

_____

_____

QUESTIONNAIRE USED

AFTER RETURNING FROM THE TRIP (oral or written reports, etc.)?

_____

_____

_____

_____

7. Who reviews applications and who gives final approval on the acceptability of a particular trip for professional growth credit?

_____

_____

8. What specific provisions regarding the trip itself must be met for professional growth credit to be gained?

	Sabbatical leave travel	Other educational travel
a. Duration:	_____	_____
b. Distance or location:	_____	_____
	_____	_____
	_____	_____
c. Relevancy to teaching assignment:	_____	_____
	_____	_____
d. Other: (please specify)	_____	_____
	_____	_____

QUESTIONNAIRE USED

9. Please show below the schedule of credits allowed for various types of travel.

_____

_____

_____

_____

_____

_____

10. Are the provisions reported in this questionnaire applicable to teachers, supervisors, and administrators alike?

☐ YES ☐ NO

If NO, please explain: _____

_____

_____

ERS

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